

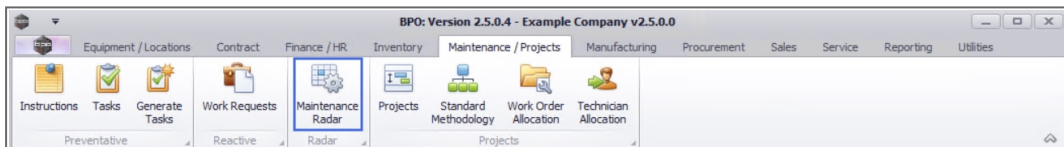
We are currently updating our site; thank you for your patience.

MAINTENANCE

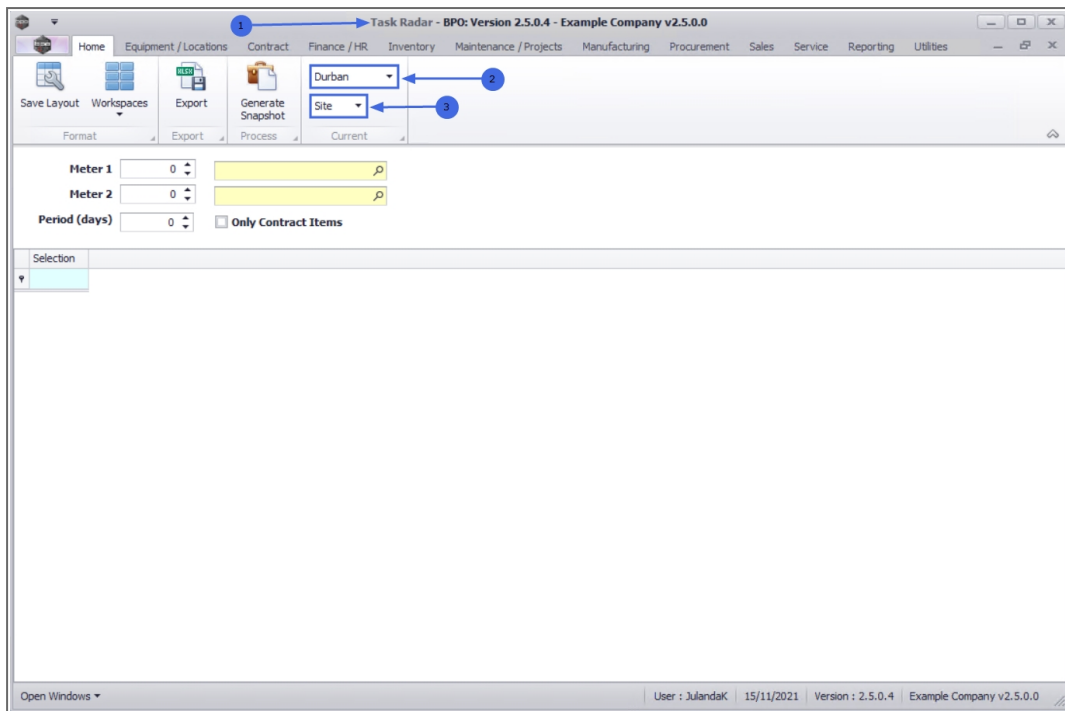
MAINTENANCE RADAR – GENERATE SNAPSHOT

The Task Radar gives you the ability to identify **due tasks**. You can then either create a **single work order** (not linked to a call or project), or generate a **call/project** for due items.

Ribbon Access: Maintenance / Projects > Maintenance Radar

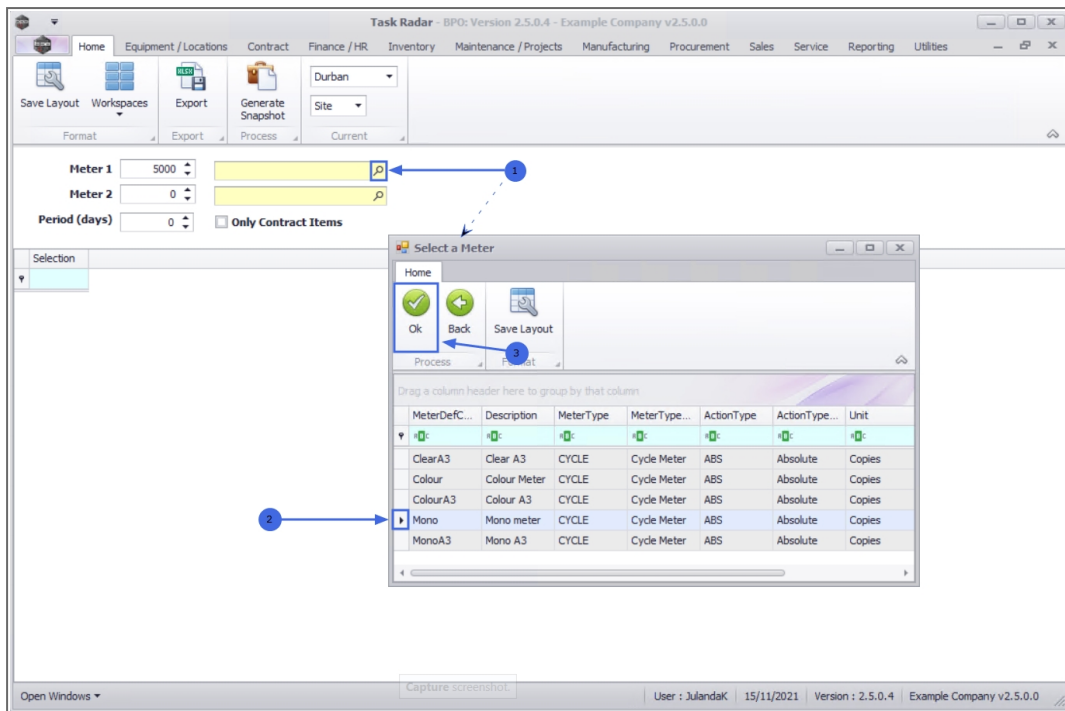


1. The **Task Radar** screen will be displayed.
2. Select the **Site**.
 - The example has **Durban** selected.
3. Select the **Radar Type**.
 - This should be set to **Site** to generate a maintenance radar for the site.

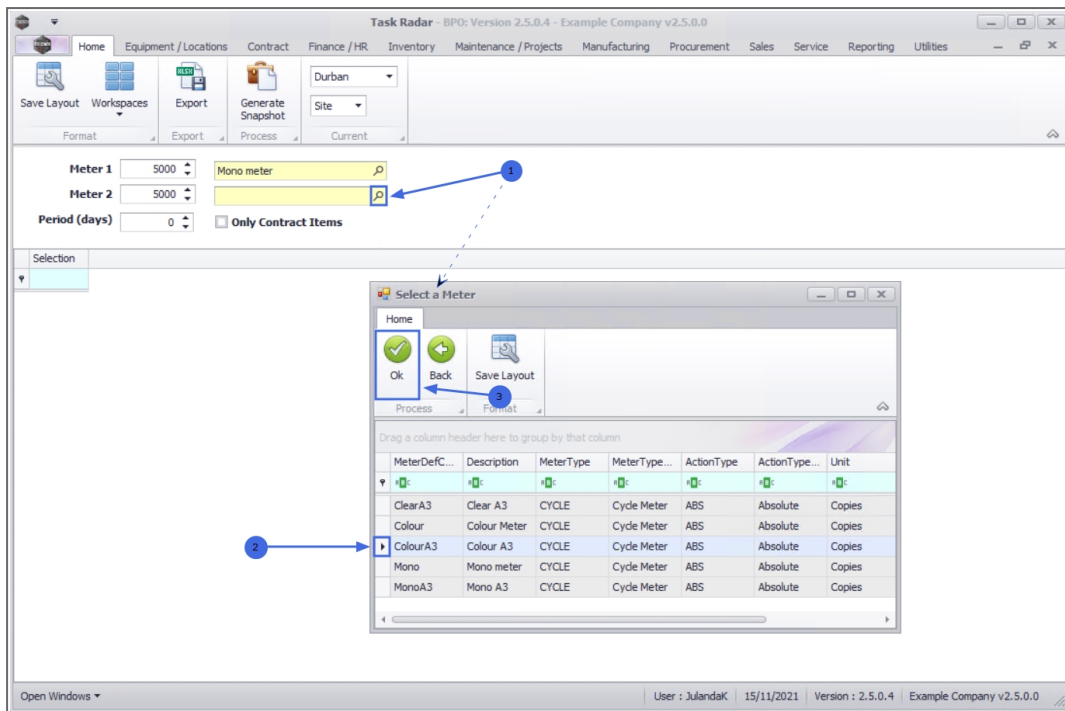


RADAR VARIABLES FRAME

- **Meter 1:** Type in or use the **arrow** indicators to select the number of copies you want to include in the radar, e.g. **5000** or type in **0** if you do not want a future forecast.
 - Typing in 5000 will display all tasks that are due within the next 5000 copies.
- **Meter 1 (field 2):** Select the **meter type** you want to include in the radar.
 1. Click on the **search** button to display the **Select a Meter** screen.
 2. Click on the **row** of the **required meter**.
 3. Click on **OK**.



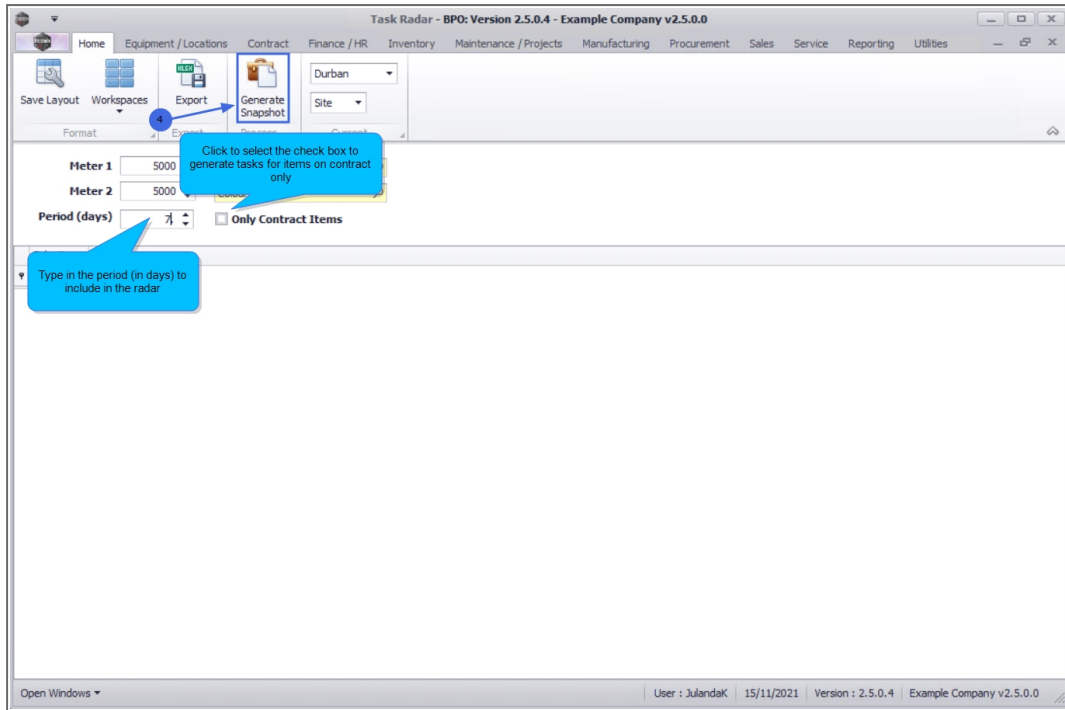
- **Meter 2:** Type in the number of **cycles** you want to include in the radar, e.g. **5000** or type in **0** if you do not want a future forecast.
 - Typing in a 5000 will display all inspections that are due within the next 5000 copies.
- **Meter 2 (field 2):** Select the **meter type** you want to include in the radar.
 1. Click on the **search** button to display the **Select a Meter** screen.
 2. Click on the **row** of the **required meter**.
 3. Click on **OK**.



- **Period (days):** Type in the number of days you want to include in the radar, e.g. **7** or type in **0** if you do not want a future forecast
 - Specifying 7 as the period will display all inspections that are currently due, including items due 7 days from the current date.
- **Only Contract Items:** Click to select this check box if you want to generate tasks for items that are **on contract** only.

GENERATE SNAPSHOT

4. Click on **Generate Snapshot**.



5. A list of **due items** will appear in the **Radar Items** frame.



Note that all radar items generated will be scheduled for today.

Task Radar - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Layout Workspaces Export Generate Snapshot

Format Export Process Current

Meter 1: 5000 Mono meter

Meter 2: 5000 Colour A3

Period (days): 7 Only Contract Items

Selection	ComponentAssetRegNo	ComponentModelNo	ComponentSerialNo	MeterType	MeterCode	CurrentReading	SinceLastService	ToNextService	AtLastService	ServiceNo	ServiceName
<input type="checkbox"/>	AREG000003	SP1020	1020-1478	Calendar		20211115	1,677.00	-1,676.00	20170413	TT0001	Daily - Call per WO
<input type="checkbox"/>	AREG000006	SP1020	1020-10101	Calendar		20211115	1,727.00	-1,637.00	20170222	TT010	Daily, Colour 1000 -
<input type="checkbox"/>	AREG000012	SP1020	NEW1234	Calendar		20211115	61.00	0.00	20210915	2MS	2 month service
<input type="checkbox"/>	AREG000030	SP2020	test121212	Calendar		20211115	1,679.00	-1,679.00	20170411	TT011	Daily, Mono 1000, C
<input type="checkbox"/>	AREG000048	SP2020	2020-103053	Calendar		20211115	1,679.00	-1,679.00	20170411	TT009	Daily, Mono 1000 - C
<input type="checkbox"/>	AREG000063	SP2020	2020-98765	Mono	Mono_178	1000.00000	1,000.00	0.00	0.00000	TT008	Mono 1000, Colour :
<input type="checkbox"/>	AREG000064	SP2020	2020-9875	Calendar		20211115	1,727.00	-1,726.00	20170222	TT014	Weekly, Mono 1000,
<input type="checkbox"/>	AREG000064	SP2020	2020-9875	Mono	Mono_179	900.00000	900.00	100.00	0.00000	TT014	Weekly, Mono 1000,
<input type="checkbox"/>	AREG000065	SP2020	2020-9874	Calendar		20211115	1,755.00	-1,724.00	20170125	TT015	Monthly, Mono 1000
<input type="checkbox"/>	AREG000065	SP2020	2020-9874	Mono	Mono_180	900.00000	900.00	100.00	0.00000	TT015	Monthly, Mono 1000
<input type="checkbox"/>	AREG000066	SP2020	2020-9873	Calendar		20211115	1,758.00	-1,726.00	20170122	TT016	Monthly, Colour 100
<input type="checkbox"/>	AREG000069	SP2020	2020-9871	Calendar		20211115	1,760.00	-1,726.00	20170120	TT017	Monthly, Mono 1000
<input type="checkbox"/>	AREG000069	SP2020	2020-9871	Mono	Mono_184	100.00000	100.00	900.00	0.00000	TT017	Monthly, Mono 1000
<input type="checkbox"/>	AREG000070	SP2020	2020-9870	Calendar		20211115	1,880.00	-1,726.00	20160922	TT018	Bi-annually, Mono 10
<input type="checkbox"/>	AREG000070	SP2020	2020-9870	Mono	Mono_185	1100.00000	1,100.00	-100.00	0.00000	TT018	Bi-annually, Mono 10
<input type="checkbox"/>	AREG000071	SP2020	2020-9877	Calendar		20211115	1,907.00	-1,723.00	20160826	TT019	Bi-annually, Colour 1
<input type="checkbox"/>	AREG000072	SP2020	2020-9878	Calendar		20211115	2,095.00	-1,729.00	20160220	TT020	Bi-annually, Mono 10
<input type="checkbox"/>	AREG000072	SP2020	2020-9878	Mono	Mono_187	900.00000	900.00	100.00	0.00000	TT020	Bi-annually, Mono 10

Open Windows User: JulandaK 15/11/2021 Version: 2.5.0.4 Example Company v2.5.0.0

You can now continue to generate tasks.

Related Topics

[Maintenance Radar - Generate Tasks](#)

MNU.040.001